



SPECIAL EVENT APPLICATION

Permit Request

Thank you for choosing the Historic City of Yonkers, the Friendly City, as the hosting location for the Special Event you are planning. Please complete this application, in its entirety, and return it at **least sixty (60) days prior** to the event date with the \$50.00 nonrefundable processing fee to:

City of Yonkers
Parks, Recreation and Conservation Department
285 Nepperhan Avenue
Yonkers, NY 10701-3495

If you have additional questions, please call (914) 377-6427
or email Dinorah.Marshall@yonkersny.gov

WEDDING CEREMONY

Name of Event: _____
Facility / Location Requested: _____

	From	To
Event Date: _____ Event Hours: _____	AM/PM: _____	AM/PM: _____
Set-Up Date: _____ Set-Up Hours: _____	AM/PM: _____	AM/PM: _____
Break-Down Date: _____ Break-Down Hours: _____	AM/PM: _____	AM/PM: _____

Estimated Number of Participants: _____ Spectators: _____ Vehicles: _____
Vessels (for boating events only): and _____ Vendors _____
Sponsoring Organization's Name: _____
Address: _____
Street Address City State Zip Code

Driver's License No: _____
Type of Organization:
☐ Profit: _____ ☐ Not For Profit: _____ ☐ Individual: _____
Federal Tax ID # Tax Exempt #

Primary Contact Information:

Name: _____ Phone: _____ Email: _____

Secondary Contact Information:

Name: _____ Phone: _____ Email: _____



CITY OF YONKERS

LEAVE NO TRACE PLEDGE

I promise to apply the following Leave No Trace principles wherever I go within the Yonkers Parks. On this day and every day after, I pledge to...

- Plan ahead & prepare.
- Take out what I take in.
- Dispose of waste properly.
- Manage and curb my pet.
- Leave the Park the way I found it.
- Unless specifically designated, I will not barbeque or start campfires.
- Take special care of the outdoor area.
- Respect wildlife and the ecosystems.
- Remember that I am a visitor and will travel lightly on the land and abide by Park rules.
- Be considerate of other visitors.

CERTIFICATION BY APPLICANT

I certify that I have read this application and that all information contained in this application is true and correct. NOTICE: By signing below you are certifying that the information you are providing is true and complete, any false statements or deliberate misinformation are punishable under 210.45 of the Penal Law. I agree to comply with and be bound by any and all applicable provisions of the city code. I understand the event may be cancelled by the Commissioners of Police, Fire, and/or Parks should any conditions/stipulations of the permit or city ordinance or state statute be violated. I certify that I am authorized by the organization named herein to act as its agent for the herein described activity. I also have received the special event guidelines informing me of my responsibilities and obligations should I cancel the event. By filing this application, I, and the organization on whose behalf I make this application, contract and agree that we will jointly and severally indemnify and hold the city harmless against liability, including court costs and attorneys' fees for trial and on appeal, for any and all claims for damage to property or injury to, or death of persons arising out of or resulting from the issuance of the permit or the conduct of the activity or any of its participants.

Signature of Applicant

Date

Please provide us with additional information regarding your event by checking off the items that pertain to your event in sections A-D; any services you require from the City in Section E and any other specific information about your event not previously covered or where you need additional space to explain your event in Section F. Do not forget to attach a diagram of your event.

SECTION A

Is your event: ☐ Private ☐ Public, costing the attendee \$ _____ ☐ is free
Is/Will become a recurring event this often: ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Annually

SECTION B

What kind of event are you hosting?

- ☐ Carnival/Circus/Fair
- ☐ Exhibit/Festival
- ☐ Parade
- ☐ Reception
- ☐ Wedding
- ☐ Charity Walk/Run
- ☐ Tournament or Competition
- ☐ Fishing
- ☐ Sailing/Boating
- ☐ Picnic/Party (Sponsor Name)
- ☐ Other

If Other Please Explain:

SECTION C

At your event, you will offer:

- ☐ Alcohol sales or distribution
- ☐ Food/beverage/catering
- ☐ Concession stands
- ☐ Merchandise sales
- ☐ Fireworks/pyrotechnic company
- ☐ Inflatable Devices
- ☐ Banners/Signage
- ☐ Mechanical rides

SECTION D

Are you bringing in any special equipment such as:

- ☐ Large trailers (lbs.) _____
- ☐ Lighting
- ☐ Sound equipment
- ☐ Tents size(s) _____
- ☐ Generator(s). If so, provide specifications/cut sheet. _____
- ☐ Stages/Props/Production Equipment
- ☐ Other

If Other Please Explain: _____

SECTION E

Do you need the City to provide or make available, at an additional fee, any of the following:

- ☐ Potable water
- ☐ Connection(s) for electric power
- ☐ Audio Equipment
- ☐ Podium
- ☐ Trash Cans/Barrels _____
- ☐ Special Event Garbage Boxes _____
- ☐ Dumpsters _____
- ☐ Security
- ☐ Streets/Avenues/Parks _____
- ☐ Barricades
- ☐ Bandwagon
- ☐ Stage
- ☐ Other

If Other Please Explain: _____

SECTION F

Please provide a detailed description of the Event below and draw or attach a diagram and/or map of the proposed event site/layout/route. Ensure that you specify any requests for alcoholic beverages, street closures, pyrotechnics/fires, any city services you desire, etc.

[illegible]

INSURANCE REQUIREMENTS: The applicant will supply Certificate of Insurance(s) naming the City of Yonkers as additionally insured **with waiver of subrogation** in the following manner: “the City of Yonkers, its agents, officers, officials, employees and volunteers are hereby named as additional insured as their interest may appear with **waiver of subrogation**”. **The Certificate of Insurance must also state the name of the event, its location, and duration.** The applicant will also ensure that the City of Yonkers, as the certificate holder, is provided a 30-day written notice if the insurance policy is cancelled or modified before the expiration date. All insurance policies provided shall be issued by insurance companies licensed to do business in the State of New York and shall be rated with an A- or better rating in the most current edition of A.M. Best’s Key Rating. The City of Yonkers shall be listed as certificate holder in the following manner:

City of Yonkers
40 South Broadway
Yonkers, NY 10701-3495

All applicants must obtain Commercial General Liability insurance with limits of no less than \$2,000,000 per occurrence to protect the City of Yonkers, its agents, officers, officials, employees and volunteers, the Lessee, and any subcontractor from claims for damages for personal injury, including accidental death, and from claims for property damage that may arise from the Lessee’s operations, whether performed by Lessee itself, any subcontractor, or anyone directly or indirectly employed by either of them. If the applicant, or any of its vendors, offers for sale or distribution any products (food, beverages, souvenirs, etc.), then Product Liability insurance with limits of no less than \$2,000,000 per occurrence will be required. Vendors will also be required to afford the statutory limits of worker’s compensation insurance protection to its employees. If the vendor is the holder or sponsor of the event, the vendor will afford worker’s compensation insurance protection to any City of Yonkers off duty employees hired by the event. If automobiles or any other licensed motor vehicles are used as part of the event, Automobile Liability insurance with limits of no less than \$2,000,000 per occurrence will also be required. If the sale or consumption of alcoholic beverages at the event is authorized, then Liquor Liability insurance with limits of no less than \$2,000,000 per occurrence is required. Other types of coverage and limits may be required by the City of Yonkers, depending upon exposure as assessed by the Corporation Counsel.

COPYRIGHT LAW: Licensee assumes all costs arising from the use of patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights used on or incorporated in the conduct of any event covered under the agreement and licensee agrees to indemnify and hold harmless devices, processes or dramatic rights furnished or used by licensee in connection with the agreement and will defend the City from any such suit or action, regardless of whether it is groundless or fraudulent.

CERTIFICATION

I hereby certify that all the information contained herein is true and correct to the best of my knowledge. I agree to abide by the regulations governing the said facility and/or property and be responsible for any charges incurred. I will supply Certificate of Insurance(s) as required.

If any portion is found to be false or misrepresented, such fact may be just cause for immediate revocation of any permit(s) issued.

Signature of Applicant

Date

STATE OF: _____

COUNTY OF: _____

The foregoing instrument was acknowledged before me this _____ day of _____
20 ____ By _____ who is personally known to me or has produced
_____ as identification and who did not take an oath.

Notary Public

My Commission Expires:



**MAYOR MIKE SPANO
CITY OF YONKERS**

HOLD HARMLESS AGREEMENT

_____ AGREES TO PROTECT, DEFEND, INDEMNIFY
Organization Name

AND HOLD THE CITY OF YONKERS AND ITS EMPLOYEES FREE AND HARMLESS FROM AND AGAINST ANY AND ALL LOSSES, CLAIMS, LIENS, DEMANDS AND CAUSES OF ACTION OF EVERY KIND AND CHARACTER, INCLUDING THE AMOUNT OF JUDGEMENTS, PENALTIES, INTEREST COURT COST AND LEGAL FEES INCURRED BY THE CITY IN DEFENSE OF SAME ARISING IN FAVOR OF CLAIMS, LIENS, DEBTS, PERSONAL INJURIES, INCLUDING PERSONAL INJURIES SUSTAINED BY EMPLOYEES OF THE CITY, DEATH OR DAMAGE TO PROPERTY, INCLUDING PROPERTY OF THE CITY, AND WITHOUT LIMITATION BY ENUMERATION, ALL OTHER CLAIMS OR DEMANDS OF EVERY CHARACTER OCCURRING OR IN ANY WAY INCIDENT TO THE ACTIVITY BEING HELD AT

_____ AT ITS EXPENSE, AGREES TO, INVESTIGATE,
Location

_____ IS,
Organization Name
HANDLE RESPOND TO, PROVIDE DEFENSE FOR AND DEFEND ANY CLAIM MADE AGAINST THE CITY FOR WHICH CLAIMS _____ IS,
Organization Name
IN WHOLE OR PART, LIABLE AND _____

Organization Name
AGREES TO BEAR ALL COST AND EXPENSES RELATED THERETO, INCLUDING ATTORNEY'S FEES AND COSTS EVEN IF SUCH CLAIM IS GROUNDLESS, FALSE OR FRAUDULENT.

Print Name of Representative

Signature of Representative Date

STATE OF: _____

COUNTY OF: _____

The foregoing instrument was acknowledged before me this _____ day of _____

This 20 ____ by _____ who is personally known to me or has produced _____ as identification and who did not take an oath.

Notary Public

My Commission Expires



**MAYOR MIKE SPANO
CITY OF YONKERS**

SOUND PERMIT APPLICATION

Requested by (Name): _____ ganization): _____

Address: _____

Phone Number: _____ x Number: _____

Date of Event: _____

Time of Event: _____

Location of Event: _____

Purpose of Event: _____

Signature: _____

Date of Submission: _____

NOTE THIS REQUEST SHALL BE SUBJECT TO THE RULES AND REGULATIONS OF THE POLICE DEPARTMENT OF THE CITY OF YONKERS, NEW YORK. NOT TO BE USED WITHIN 500 FEET OF HOSPITALS, SCHOOLS, OR SIMILAR INSTITUTIONS. NOT TO BE USED TO CREATE ANNOYING OR ABUSIVE NOISES WHICH WOULD TEND TO ENDANGER HEALTH, PEACE, COMFORT OR SAFETY OF THE GENERAL PUBLIC, A VIOLATION OF CITY ORDINANCE ART. B, SEC. 66-4 DURING ELECTION TIMES, MAY NOT BE AUDIBLE IN THE VICINITY OF POLING PLACES, AND NOT TO BE USED IN VIOLATION OF NEW YORK STATE ELECTION LAWS. SOUND EQUIPMENT TO BE USED WITH LOW VOLUME SO AS NOT TO CREATE OFFENSIVE NOISE TO AREA BUSINESSES AND/OR RESIDENTS.

For Office Use Only

Precinct Approval: _____

Date: _____

Permit # Assigned: _____